

## **ALMS Job Aid # 5 – Steps for Creating a Stand-Alone Test using the ALMS Content Builder**

### **START POINT:**

1. Login to the ALMS.
2. From the **Go to:** drop down menu, click **“Content”**. This will display the Content Repository page.
3. From the Left Navigation Bar, click **“Add Content”** to create a new test. This will display the **Add Content** page.
4. Under Create Content, click on the Radio Button next to **“Using Content Builder”**
5. Click on **“Next”**. The **Content Object Details** page will be displayed.
6. Complete the **Content Object Details** page by filling in all the mandatory fields and any optional fields you desire and click **“Save”**
7. After saving, click on the **“Edit with Content Builder”** link.
8. The Content Builder One Step Wizard appears.

**NOTE:** If the Content Object Folder is in the Content Repository, open the folder and click on **“Edit with Content Builder”** link.

### **CREATE THE TEST**

1. At the **Content Builder** screen:
2. In the middle column, “Create New Content”, under the Create heading, click on **“Test”** (**Note:** You are at the Current level)
3. Content Property Setting
  - A. Enter the Name of the Test.
  - B. Enter any Instructions for taking the Test.
  - C. Enter a Passing Score (%) if applicable.
  - D. Check **“Use Section”**.
  - E. **DO NOT** check **“Display all questions in one page”** unless your test is in HTML.
  - F. Check any other applicable checkboxes.
4. In the Create New Content Column

- A. Click on the “**One level down**” Radio Button.
- B. Under the Create heading, click on “**Section**”.
- 5. In the right column under Content Property Settings.
  - A. Check any applicable check boxes.
- 6. In the Create New Content Column, under the Create heading.
  - A. Click on the type of question you want to create in this section. (e.g. “**True/False, Multiple Choice, Essay**”)
- 7. Enter Questions, check appropriate boxes.
- 8. To add new sections:
  - A. Highlight the Name of the Test in the left column.
  - B. Click on the “**One level down**” Radio Button in the middle column.
  - C. Click on “**Section**” under the Create heading.
  - D. In the right column, check the appropriate boxes in “**Content Property**” settings.
  - E. In the middle column under the Create heading, click the type of question you are creating. (e.g. “**True/False, Multiple Choice, Essay**”).
  - F. Enter Questions and check appropriate boxes.

**Repeat Step 8 to create any new sections.**

**Note:** Select “**Save**” after creating each new section.